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DD/S 63-2153

16 MAY 1963

Executive Secretary  
63-4277

**MEMORANDUM FOR: Executive Director**

**THROUGH : Deputy Director (Support)**

**SUBJECT : Survey Report of Signal Center Archives**

1. This memorandum contains a recommendation submitted for Executive Director approval. Such recommendation is contained in paragraph 4.

2. The Records Management Staff has completed a study of the Signal Center Archives. A copy of this study was furnished your Office.

3. The study recommends that the Signal Center Archives functions be transferred from the Office of Communications to the Cable Secretariat. I agree with the conclusion of the study that this function is more closely related to the Cable Secretariat than it is to the Signal Center, and that the Cable Secretary functionally is in a better position to direct and control this activity.

4. It is therefore recommended that the functions of the Signal Center Archives, its personnel, ceiling slots, equipment, office space, and funds budgeted by this Office for that purpose, be transferred from the Office of Communications to the Cable Secretariat effective 1 July 1963. Tab A furnishes the details of this transfer.

  
Director of Communications

25X1A

Attachment:  
Tab "A"

**CONFIDENTIAL**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification  
213

**CONFIDENTIAL**

**Subject: Survey Report of Signal Center Archives**

**CONCURRENCE:**

15/  
**Cable Secretary**

17 May 1963  
**Date**

(SIGNED)  
**Deputy Director (Support)**

                      
**Date**

**The recommendation contained in paragraph 4 is approved.**

25 MAY 1963

**Date**

(signed) Lyman B. Kirkpatrick

**Executive Director**

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